

**January 4, 1999**

**TO: Michigan Trial Court Systems Providers**

**FROM: Jim Covault, Acting Director Trial Court Services**

**SUBJECT: Check Registers**

---

A court's automated accounting system must provide a check register that lists check numbers in numerical order in order to meet fundamental internal control requirements. Systems that do not provide this function should make enhancements as soon as possible to allow user courts to print a check register that lists checks in numerical order. Specifically the register should comply with the following standards.

1. A file should be updated from those cash transactions where checks are written by the court from Bond, Restitution and Trust type accounts. The following is a list of data elements with their associated characteristics:

Court Type	Alpha/Numeric for 4 positions
Check Venue	Alpha/Numeric for 4 positions
Check Entry Date	Date Field
Check Date	Date Field
Check Number	Alpha/Numeric for 10 positions
Check Sequence Number	Number for 6 positions
(This field is for courts that use vouchers and cut only one check at the end of the day)	
Check Payee	Alpha/Numeric for 35 positions
Check Case Number	Alpha/Numeric for 10 positions
Check Receipt Number	Alpha/Numeric for 8 positions
Original Receipt Date	Date Field
Check Amount	Number 8 numeric with 2 decimal positions
Check Information	Alpha/Numeric for 40 positions
(Contains Transaction Type (Bond, Rest. Or Trust and Defendant Name)	

2. The file should be in ascending sequence, indexed by:

Court Type  
Check Number  
Check Sequence Number

3. The report selection should include a beginning and ending date for those checks that were written within the time frame selected.
4. The keyed sequence of the file will permit the checks to be printed in ascending order.

A copy of the cobal source code listing to create a register is available from the Michigan Judicial Information Systems by contacting Mark Dobek, Deputy Director at (248) 352-8990.